

## Two knowledge packed days

A unique workshop to transform your accountant from a data entry operator into a valuable knowledge resource for your enterprise

***Do you find that your accountant is:***

- ◆ *Overworked and Stressed*
- ◆ *Putting in long hours of work*
- ◆ *Giving you reports as and when you ask*

***But even then***

- ◆ *Customer receivables are still delayed*
- ◆ *Invoicing is frequently late*
- ◆ *Accounts are rarely up to date and on time*
- ◆ *The Reports are never exactly what you want*

***Your accountant is always hard at work but there is something missing & you never get all that you need.***

***This Workshop offers you the solution you need.***

ORGANISED BY



**Navigate**  
CONSULTING

423 Radisson Plaza  
Baniyas Road, Deira  
P.O.Box 93192  
Dubai  
United Arab Emirates

Phone : 04-2285752  
Fax : 04-2285751  
Email : [events@navigate.ae](mailto:events@navigate.ae)  
[www.navigate.ae](http://www.navigate.ae)

This workshop is specifically for Accountants in Small and Medium Enterprises. It has been structured with a practical orientation towards problems specific to these businesses.

The aim is to change the mindset of the accountant to think beyond data entry and look at the holistic picture of the company as a whole, to work efficiently and effectively understanding the needs of the company and its management.

This highly interactive workshop will be full of practical real life examples.

## KEY CONTENTS

### Online Accounts

- ◆ How to achieve online data entry - Account on time every time.
- ◆ Structure your accounting system to reflect your work flow
- ◆ Understand the logic behind entries before accounting them – move beyond just being a data entry operator. The importance of clear narrations and proper supportings.
- ◆ Why supporting documents are needed even if approvals are there.

### Regular Accounts Closing and Reporting

- ◆ Timely month end and periodic reports.
  - Balance Sheet, Profit and Loss, Cash Flow
  - Debtors and Creditors ageing
  - Cash Flow Forecasts
- ◆ Regular month end closing of accounts – no adjustment and back dated entries.
- ◆ Understand the needs of the users of reports (company owners, managers, sales staff, stores people, other co-workers)
- ◆ Reporting skills – qualities of good information.
- ◆ Importance of communicating well.

### Analysis Skills

- ◆ Move from being a Data Entry person to an Analyst. Minimise or rather optimise time spent in Data entry (by efficient work methods). Ensure spare time available to analyse data and provide value added reports.

### Standards, Legal and Audit Requirements

- ◆ Understand points to take care of from audit perspective.

### Looking Ahead

- ◆ Plan for the future – Budgets, Business Plans.
- ◆ Creative spark - Think outside the box, find new and better ways of doing things.

## ITINERARY

Day 1		Day 2	
08:30	Registration and Refreshments	08:30	Review and Refreshments
<b>09:00</b>	<b>Workshop Session 1</b>	<b>09:00</b>	<b>Workshop Session 5</b>
10:50	Morning Coffee	10:50	Morning Coffee
<b>11:10</b>	<b>Workshop Session 2</b>	<b>11:10</b>	<b>Workshop Session 6</b>
13:00	Lunch	13:00	Lunch
<b>14:00</b>	<b>Workshop Session 3</b>	<b>14:00</b>	<b>Workshop Session 7</b>
16:00	Afternoon Coffee	16:00	Afternoon Coffee
<b>16:20</b>	<b>Workshop Session 4</b>	<b>16:20</b>	<b>Workshop Session 8</b>
17:30	Close of Day One	17:00	Feedback and Certificates

## THE FACILITATOR

The workshop will be conducted by Navigate's Principal Consultant—Huzaifa Nakhoda.

Huzaifa has been in Dubai since 1994 holding senior positions in Finance Functions with reputed organizations.

His expertise goes beyond number crunching, he has been involved in setting up effective internal control systems, securing ISO certification, has set up business planning and budgeting systems and rolled out smooth ERP implementations.

Huzaifa started his career as an auditor in India and has over 21 years experience in varied industries.

He also serves as a visiting faculty for ACCA courses, he has a passion for training and makes his sessions lively with real life examples drawn from his experience over the years.

Huzaifa is a Fellow Chartered Accountant, Cost Accountant and an IRCA Certified ISO Quality

## WHO SHOULD ATTEND

- ◆ Accountants
- ◆ Data Entry Operators
- ◆ Cashiers
- ◆ Invoicing Staff
- ◆ Small Business Owners / Managers who operate or supervise the accounts department themselves.

Attendees need to have had hands on experience in accounts.

This is NOT JUST an basic accounts training course or a training in how to use accounting packages.

This course aims to give that extra shine to staff who are working as accountants in Small and Medium Enterprises to ensure they work with maximum effectiveness. Prior work experience in accounts and some understanding of accounting principles is required.

# OPTIMUM ACCOUNTING

beyond mere data entry

## REGISTRATION

**To Register Please fill the below form and send it to:**

**Navigate Consulting**

423, Radisson Plaza, Baniyas Road, Deira. P.O.Box 93192, Dubai, United Arab Emirates

Tel: +9714-2285752 Fax: +9714-2285751

DELEGATES	Mr/Mrs/Ms	First Name	Surname	Job Title	Department
1					
2					
3					
4					
5					

Company					
Address					
Telephone		Fax		email	
Total No of employees					
No. of Accounts Staff					

**Approved by**

Signature	
Name	
Designation	

**Payment:**

Cash	
Cheque	

**The session is limited to a maximum of 28 delegates**

Full payment must be received in advance to confirm registration.

Payments to be made vide Cash or Cheque in favour of "Navigate Consulting".